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12 December 1969

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records I #3-70,
24 - 26 November 1969

Student Body

25X1A 1. Twenty-six students attended the course. Six were from [REDACTED]. The grades ranged from GS-04 through GS-12 (average, GS-07) and their length of service with the Agency from under one year through nineteen years (average, six years).

25X1A 2. [REDACTED] was unable to attend after the first day because of conflicting responsibilities at his desk. He was brought up to date with individual briefings and satisfactorily completed the course.

Course Content

3. There were no changes in the material presented in this course.

Course Conduct

4. There were no changes in the presentation of the course, other than to give it on three successive days, rather than alternate days, to accomodate the Thanksgiving holiday.

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5. This was our first opportunity to use the new Leica 35mm projector. It proved to be more than satisfactory in every way, producing more brilliant and more clearly legible images than any we have been able to secure so far. This projector is highly recommended for any class in which the instructor must present detailed slides to large groups of students.

Speakers

- 25X1A 6. [REDACTED] keynote speech was organized around the machine records program which he has developed over the past several years. [REDACTED] was invited, not only because this program is one of the more striking and original applications of machine methods, but also because we hoped to impress on the students that successful records exploitation depends on a clear idea of the person on whom information is sought, rather than on simply following an official routine. Judging by the number of references to his talk in student conversations during the rest of the course and in the following CS Records II, the invitation served its purpose. [REDACTED] gave his usual excellent presentation, and was cited in the student critiques as an outstanding speaker.
- 25X1A
- 25X1A 7. [REDACTED] RID/PPS, made a somewhat better presentation than in the preceding CS Records I. However, a number of student critiques mentioned him specifically as a speaker who, though familiar with his subject, does not present it well. This will be discussed with Chief/RID.

Chief Instructor's Comments

- 25X1A 8. Student critiques were more than usually detailed and were, on the whole, favorable. Several of the [REDACTED] students, however, pointed out that this training was unlikely to benefit them for some time to come. Much of the specialized vocabulary and references to various parts of the Agency were hard for them to follow, since they have little headquarters experience. They feel that they will have forgotten most of the technical information by the time that their field assignments have been completed, and that Records training would have been more appropriate at a later part of their career.

9. [REDACTED] attended the course as an assistant. He is proving to be both alert and well-informed, frequently anticipating difficulties and seeing that they do not develop. He should be a most effective addition to the staff.

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Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

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